

## **Law Clerk Position**

**Closing Date:** Open Until Filled

**Office:** Circuit Court, Cecil County- Elkton, MD  
The Honorable Brenda A. Sexton

**Salary:** \$49, 987 Non-Bar Member  
\$55,532 Bar Member in any State

**FLSA Status:** Exempt

**Position Type:** Regular/Temporary, Full Time, At-Will

**Financial Disclosure:** No

**Essential Functions:** The Law Clerk provides legal support to the Judge. The law clerk drafts and revises opinions, attends and assists the judge in preparing for oral argument. Responds to research questions on a case by case basis and provides recent and up to date information to the judge. Delivers and triages the chamber's work prior to sending to the Judge. Attends court proceedings, as requested by the Judge. Performs other duties as assigned.

**Education:** Has obtained a Juris Doctorate degree from an ABA-accredited law school.

**Preferred:** Prior legal writing experience.

**Skills/Abilities:** Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work such as filing and recording information. Knowledge of computer hardware and software. Excellent organizational and time management skills. Ability to perform legal research. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

**To apply, please send Cover Letter and Resume to the attention of:**

**Circuit Court for Cecil County**  
**Attention: Matthew T. Barrett, Court Administrator**  
**129 East Main Street, Room 308**  
**Elkton, Maryland 21921**  
[matthew.barrett@mdcourts.gov](mailto:matthew.barrett@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.